

CITY OF HAMILTON, OHIO

No. 405

ADMINISTRATIVE DIRECTIVE

Effective Date: 3-7-16

Supersedes No. 405 dated 3/26/93, 2/21/99

Approved by: Joshua A. Smith,
City Manager

SUBJECT: REINSTATEMENT POLICY – SAFETY EMPLOYEES

1. Policy.

- a. The policy is to selectively permit reinstatement to either Public Safety Department (Police and Fire) for employees who resign for other jobs.
- b. This will not affect retired personnel from returning to other City positions. Employees who resign from City service to better themselves in another vocation are doing what is in their best interests. Employment with the City of Hamilton as a last resort for employees who had resigned from City service only to return within the one year period shall be determined on a case by case basis by Division Chiefs and the Public Safety Director.
- c. Resigning from City employment is an action by an employee that should receive considerable attention on the employee's part and should be well thought out. By automatically reinstating employees just because we have vacancies, we may create an atmosphere that implies you may look elsewhere, but your old job awaits you upon your return. This does not provide an atmosphere that promotes good employee attitudes.
- d. The City of Hamilton provides highly desirable public safety employment job opportunities. If employees resign from City police and fire service to improve their professional growth; that is commendable. Employees, however, who resign from City service to explore other job opportunities only to return to City service, are not pursuing the best interests of the City employees, management, or the public they serve. Employees resigning from the Police and Fire Divisions will not be eligible for reinstatement unless there is an extraordinary circumstance, a distinguished work record and unbiased support from the Chief of the respective division. The City Manager will be the final authority on this.